

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

TO: District Assessment Coordinators

FROM: LynnAnn Tabeling, Director of Scoring and Reporting

SUBJECT: Spring 2010 PreID File Layout - UPDATE

DATE: October 23, 2009

Your FCAT Spring 2010 PreID file is due today, October 23, 2009, as described in the email below. Some districts are experiencing difficulties and we are working with Pearson to resolve issues. If we are unable to fix all problems today, we will extend the deadline.

I would like to provide you with two additional details regarding PreID files. Please forward this email to appropriate staff members.

1. FCAT SPRING 2010 RMS - Option

In the email below, a step was omitted. I apologize for the confusion. Before uploading, you must select the administration "**FCAT SPRING 2010 RMS.**" You do not need to submit a separate file for Writing or Retake. The PreID file uploaded for RMS will be used for all spring administrations.

2. REVIEW YOUR PREID DATA

Pearson is preparing to post a report for you with information from your PreID file called a PreID Frequency Distribution Report. The report will show you the number of students by grade, race, gender, etc. It will also show you the number of students that you have registered for the Computer-based Retake and the number of special documents ordered.

When you receive a notice from me that your report is available, please review the report carefully and let me know if you have any concerns about the data presented for your district. Follow these steps to retrieve your PreID Frequency Distribution Report:

KRIS ELLINGTON
ASSISTANT DEPUTY COMMISSIONER
ACCOUNTABILITY, RESEARCH, AND MEASUREMENT
OFFICE OF ASSESSMENT

District Assessment Coordinators

October 23, 2009

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- Log onto PearsonAccess
- Click on **Test Results**
- Click on **Published Reports**
- Check to make sure that the administration name is *FCAT Spring 2010 R/M/S*. If it is not, click **Change** and click the button next to *FCAT Spring 2010 R/M/S* and click **Save**
- Click on your district name
- Click on **Pre-ID Frequency Distribution Report**

Please review the reports as soon as possible so corrections can be made, if necessary. I will be in Iowa City on business next Tuesday - Friday (10/27-10/30). If you have any concerns regarding the data shown in the report, please email them to me and I will address them via email.

Also, after we compare the numbers on your enrollment file to the numbers on your PreID file, members of the Test Administration Team (Kira Sullivan, Daphne Csonka, and Susie Lee) may be calling you to clarify any major discrepancies.

As always, please contact our office if you have any questions or concerns.